

I. The Grand Jury Citizen Complaint Form should be prepared after all attempts to correct a situation have been explored and were unsuccessful.

II. Instructions for preparing the Citizen Complaint Form.

1. This Complaint is Against:

- a. Include the name of the individual or organization the complaint is against. Ensure correct spelling of the name(s).
- b. If the complaint is against an individual in an organization, include the individual's title or position in the organization.
- c. Provide the street address (not a P.O. Box), city, state and zip code.
- d. The telephone number of the organization or individual cited should be included on the last line of this block.

2. My complaint against the above is:

- a. Describe the problem in your own words.
- b. Be as concise as possible; provide dates, times and names of individuals involved.
- c. Cite specific instances as opposed to broad statements.
- d. Attach any available photographs, correspondence or documentation, which supports the complaint.
- e. If more room is required, attach extra sheets, and include their number on the last line of the first sheet. (i.e. 3 additional sheets attached)

3. Complainant (YOUR CONFIDENTIALITY WILL BE RIGIROUSLY PROTECTED):

- a. Include your name, street address, city, zip code and telephone number (area code also).
- b. Mail this complaint form to the address shown on front.
- c. Please sign the complaint. (You may file an anonymous complaint if you desire; however, this may make it much more difficult for the Grand Jury to investigate the allegations.)

III. The Grand Jury will review and acknowledge receipt of your complaint. The Grand Jury may or may not advise you whether or not an investigation will be undertaken.

IV. The Grand Jury may contact you during the conduct of an investigation.

Please call the Grand Jury Secretary if you have any questions.

805-781-5188

www.slocourts.net

ALL COMUNICATIONS TO THE GRAND JURY ARE CONFIDENTIAL.